



USAID | GUINEA

FROM THE AMERICAN PEOPLE

ISSUANCE DATE: April 22, 2013

CLOSING DATE: May 03, 2013

SUBJECT: SOLICITATION # SOL-675-13-000003 FOR A RESIDENT-HIRE US PSC FINANCIAL\PROGRAM ANALYST FOR USAID/GUINEA

Ladies/Gentlemen:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking applications from qualified individuals interested in providing Personal Services Contract (PSC) services as described in the attached solicitation.

Submittals shall be in accordance with the attached information at the place and time specified. Interested applicants must submit all the materials required by the solicitation such as:

Completed and hand-signed federal form Application for Federal employment OF-612 (including OF-612 continuation sheets as needed) including other documentation/information in Instruction to Applicants. (Incomplete or unsigned applications will NOT be considered). Forms can be downloaded from www.usaid.gov/forms/.

Applicants are required to sign the certification at the end of the OF-612. Applications that are received without a signature will not be considered for the position.

To be considered for the position, a candidate must meet the definition of resident USPSC and all of the eligibility requirements listed under Selection Factors in the solicitation. For the purpose of this solicitation, a resident USPSC is defined as a U.S. citizen or permanent resident who, at the time of hire as a PSC, resides in the cooperating country as a spouse or dependent of a U.S. citizen employed by a U.S. government agency or under any U.S. government-financed contract or agreement, or for reasons other than for employment with a U.S. government agency or under any U.S. government-financed contract or agreement.

Complete application must be e-mailed to the submission address specified in the solicitation. Consideration and selection will be based on a panel evaluation of the applications in accordance with the Evaluation Criteria in the solicitation.

UNITED STATES ADDRESS :
USAID/GUINEA, Department of State
2110 Conakry Place, Washington DC 20521-2110
United States

INTERNATIONAL ADDRESS:
USAID/GUINEA, B.P. 603, c/o American Embassy
Transversale no. 2, Centre Administratif de Koloma
Commune de Ratoma, Conakry, GUINEE

Tel: (224) 65 10 40 00
Fax : (224) 65 10 40 51
guinea@usaid.gov
www.usaid.gov

Applicants should retain for their records copies of all enclosures which accompany their applications. All applications and the required documents should be submitted to:

Via e-mail at: conakrypscjobs@usaid.gov

Please cite the solicitation number and position title within the subject line of your email application. Any attachments provided via email shall be Microsoft Word 2003 or PDF and not zipped. Note that attachments to email must not exceed 3MB.

Any questions on this solicitation may be directed to:

Mahamane A. Tandina,
Executive Officer
USAID/Guinea
TELEPHONE NUMBER: 00224-657-10-40-29/655-10-45 13
E-MAIL ADDRESS: mtandina@usaid.gov

This solicitation does not represent a commitment on behalf of USAID and it is subject to availability of funds. The U.S. Government is not obligated to make an award or to pay for any costs associated with the preparation and submission of a proposal in response to this solicitation.

USAID reserves the right to award all or none of the contracts contemplated herein, subject to availability of funds.

Sincerely,

Steven T. Cowper
Supervisory Regional Executive Officer

SOLICITATION NUMBER: SOL-675-13-000003

ISSUANCE DATE: April 22, 2013

CLOSING DATE/TIME: May 03, 2013 at midnight local time

POSITION TITLE: Financial\Program Analyst

MARKET VALUE: GS-10 (\$45,771 to \$65,371 per annum).
The final compensation will be negotiated within the listed market value based on the successful candidate's salary history, work experience and educational background.
Salaries over and above the top of the pay range will not be entertained or negotiated.

PERIOD OF PERFORMANCE: One year, with possibility of extension.

PLACE OF PERFORMANCE: Conakry, Guinea

SECURITY ACCESS: Employment Authorization must be obtained prior to the execution of the contract

AREA OF CONSIDERATION: U.S. citizens

SUPERVISORY CONTROL: The incumbent will be expected to work independently with little direction and guidance.

I. POSITION DESCRIPTION

The incumbent serves as a Financial Analyst for the Office of Financial Management (OFM) and as a Local Capacity Development Program Analyst for the Innovation Unit (IU).

As a Financial Analyst, s/he will focus on the design and implementation of best practices, financial support, review, training, analysis and reporting in serving as an innovative resource to the Mission in maximizing the development results for USAID/Guinea and Sierra Leone. This will also include assessing, analyzing, supporting and monitoring directly and/or using technical assistance in building capacity of indigenous organizations receiving USAID funding to improve their financial

operations, controls, management compliance and procedures in order to become sustainable in Guinea and Sierra Leone.

As a Program Analyst for the Innovation Unit (IU), the incumbent provides project and activity level management and oversight in support of the broader development objectives of the mission. S/he will serve as the C/AOR and Activity Manager for Mission awards. The incumbent will also be responsible for managing all of the IU's budget and procurement actions. In addition, s/he will coordinate closely with donors, non-government organizations, government organizations, and the private sector to further strengthen the performance of IU activities including USAID policies and strategy.

A1. Office of Financial Management

MAJOR DUTIES AND RESPONSIBILITIES:

1. The incumbent plays a key role in OFM efforts to improve service quality and customer satisfaction. As such, the Financial Analyst will administer a comprehensive accounting, reporting and budgeting system designed to provide high quality service to OFM customers while providing senior mission management and USAID/W with timely financial information for making operating decisions. Participate in the planning, installation and maintenance of an adequate system of internal control for the processing, accounting and reporting of all USAID obligation/liquidation actions; Helps in analysis and reconciliation of all program and administrative accounts with State, DOD and USAID/W, including 1221, management and timely liquidation of program and travel advances, etc. The incumbent will research, identify, recommend and guide the implementation of agency best practices in many areas of OFM operations, including distribution of shared administrative costs, accrual and pipeline management, Financial reporting, including year-end requirements such as 1311 reviews, reconciliations, annual budget preparation, monthly and quarterly closing, etc. Other responsibilities in this regard include, but are not limited to the following: Evaluate payment processing systems to identify strengths and potential areas of weakness; develop and implement strengthened and improved payment management and processing systems; to the extent required, modify processes to streamline workflow and maximize efficiency.

(20%)

2. The FPA will provide guidance on internal controls that will help improve or strengthen the accounting functions, which will improve the accuracy of financial accounting data and

appropriateness of documentation presented to support accounting entries. The FPA will guide and reinforce compliance requirements that will support the organization's fulfillment of their agreement(s). The Financial Analyst will assess host government and/or prospective recipients' administrative and institutional abilities to implement programs/activities. S/he will determine the appropriateness and effectiveness of prospective recipients' operations procedures and cash management practices. The specialist will provide an opinion on the confidence to be placed in the recipients' internal controls and will offer advice to recipients on weaknesses and possible solutions to identified problems. The FPA is also expected to review the financial sections of work plans and provide input to expenditure plans and budgets. 20%

3. The incumbent performs the administrative, operational, and programmatic activities involved in ensuring that USAID/Guinea OFM, technical teams, implementing partners, local NGOs and host country counterparts comply with USAID requirements pertaining to audits, financial reviews internal control and compliance with relevant laws, regulations, policies and procedures. As part of his/her responsibilities, the incumbent performs all pre-award assessments, audits, control environment and risk assessments, cost effectiveness assessments, disbursement reviews, indirect cost rate reviews, pre-closeout and closeout reviews of USAID/Guinea-funded organizations. He/she will support the establishment and implementation of annual plans for performing financial management reviews of the Mission's implementing partners, lead efforts aimed at building the capacity of local NGOs, and will assist USAID/Guinea technical offices and partners in implementing appropriate corrective actions to strengthen internal financial, administrative and management control. (20%)

A2. Innovation Unit

MAJOR DUTIES AND RESPONSIBILITIES:

1. Program Management 15%

The incumbent serves as Local Capacity Financial and Program Analyst for the Innovation Unit (IU) providing project and activity level management and oversight in support of the broader development objectives of the mission. S/he may serve as the C/AOR and Activity Manager for awards under office's management.

Within the IU Office, s/he will be responsible for managing all of the office's budget and procurement actions.

As the C/AOR for the office's various awards, the incumbent will be charged with providing direct administrative and technical oversight. Aside from maintaining regular communication with implementing partners and governmental counterparts, the incumbent will be expected to manage the implementation of the project to ensure it achieves the expected results, while adhering to the Agency's regulations in terms of financial management, monitoring and evaluation, procurement, branding/marketing, reporting, and filing. On a routine basis, s/he will be expected to review and approve key technical documents including but not limited to project work plans. In alignment with the contract and in consultation with the Contract/Agreement Officer, the incumbent will establish and actively monitor the technical direction and implementation of the project's activities. S/he will be expected to identify and resolve performance problems to avoid project delays and low quality deliverables. S/he will communicate regularly with Mission management and Contracting/Agreement Officer concerning implementers' performance to develop subsequent recommendations and remedial actions as needed. The incumbent will prepare all standard USAID documentation including: project implementation letters (PILs); assistance and acquisition documentation such as statements of work and budgets, waivers, contract amendments, completion reports, etc. S/he will obtain necessary approvals from USAID and Government of Guinea officials.

2. Budget and Procurement

10%

The incumbent will manage the entirety of the IU's budget and procurement functions. S/he will be charged with ensuring the office's budget is accurate, accessible, and comprehensive. On a regular basis, s/he will cross check the budget with Phoenix and liaise with staff from the Financial Management Office to ensure the office's resources are properly accounted for. On an ad hoc basis, the incumbent will respond to internal and external tasks involving budget analysis, planning, and forecasting. S/he will also be responsible for maintaining the IU portion of the Mission procurement plan, while serving as a conduit between the IU and the Acquisition and Assistance Unit.

3. Strategy and Program Design

10%

S/he will independently coordinate with other donors, non-government organizations, government organizations, and the private sector to understand the implications of their activities for USAID policies and strategy. S/he will assist in the development of strategies and the adoption of policies that best utilize USAID resources, including Development Assistance (DA), local currency, and guaranty facilities for the promotion of enterprise and employment creation and expansion. S/he will assist the Office of the Director and Activity Managers to design new activities, as needed. Routine work will include the review of scopes of work and budgets, and the drafting of application reviews and responses.

The incumbent will prepare scopes of work for periodic evaluations of programs and activities. S/he may be required to assist in recruiting evaluation teams, and participate with other Mission personnel in the conduct of evaluations.

4. Economic and Business Analysis (5%)

On an occasional basis, s/he will analyze major economic trends in Guinea and the sub-region and issues and their implications for potential and existing USAID programming, informing and advising USAID senior management and other staff, while working with Mission staff in the preparation of appropriate responses.

On an occasional basis, the incumbent will be expected to conduct in-depth research on specific issues relevant to the Economic Growth portfolio. Such research may involve desk studies and/or consultations with public and private stakeholders. These efforts will culminate in clear and concise recommendations delivered to IU and senior management as requested in a timely manner.

II. TERMS OF PERFORMANCE/COMPENSATION:

The term of the contract will be for 1 year to start o/a May 20, 2013 to May 19, 2014. The contract will be renewed annually for up to a total of five (5) years, subject to availability of funds, HR/Washington's approval and validity of security/medical clearances. Renewal of the contract is also based on the need for continued services and satisfactory job performance.

III. SUPERVISION AND MANAGEMENT RESPONSIBILITIES

Supervision Received: The Regional Controller has over sight and is responsible for the annual evaluation; however day-to-day supervision is provided by the Regional Deputy controller/Chief Accountant and the Team Leader of Innovation Unit located in Guinea.

The contractor will perform other appropriate duties as assigned by the Regional Controller and/or the IU Coordinator and carry out interagency functions professionally as part of the USAID Guinea's objectives. Responses to directives or requests from other sources will be provided through the Deputy Regional Controller, unless otherwise agreed.

Supervision Exercised: NONE

IV. QUALIFICATIONS/SELECTION CRITERIA:

Education (20 points): University degree in Accounting or Finance is required. A Master Degree in Accounting/Finance/Management is preferred.

Work Experience (35 points): Five to seven years of progressively responsible experience in financial management, accounting or auditing with the USG or an international organization is required. Experience in the West Africa region and familiarity with regional development issues is highly desirable.

Knowledge, Skills and Abilities (30 points): Auditing, budgeting, and financial reporting; general fund accounting and financial management precepts are required. It is preferable that knowledge and experience of the dynamics of economic and social development including the legal regulatory framework for USG assistance programs; USG policies and procedures governing program selections and project design, review, approval and implementation; the potential impact of project and non-project assistance on development; USAID contracting mechanisms and regulations; USAID Procurement Reform initiative and the formulation of development policies, strategies and methodologies in community development.

Strong analytical and writing skills and teaching skills are required as is experience in financial management of activities. The candidate must be able to draft concise, informative reports

and briefing materials, talking points on financial subjects with short lead-times.

Demonstrated ability to work within a team framework and positive interpersonal skills are required, including demonstrated ability to communicate and negotiate with tact and diplomacy with a variety of individuals in a complicated political context.

Proficiency in the use of word processing "Word" and spreadsheet software, "Excel", Microsoft Office is required.

Language (15 points): Ability to prepare and present analyses and recommendations clearly in both written and oral formats (in French and English) is required.

TOTAL POINTS: 100

V. INSTRUCTIONS TO APPLICANTS:

Interested individuals are requested to submit fully completed and hand-signed copy of an Application for Federal employment an Optional Application for Federal Employment Form (OF-612), cover letter and a current resume/curriculum vita (CV) containing the following information which clearly demonstrates their education, experience, knowledge, skills and abilities as they relate to the evaluation criteria. Forms are (available at the USAID website, <http://www.usaid.gov/forms/> or internet <http://www.gsa.gov/Portal/gsa/ep/formslibrary.do?formType=ALL> or at Federal offices).

1. Personal Information: full name, mailing address (with zip code), email address, day and evening phone numbers, social security number, country of citizenship, highest federal civilian grade held (also give job series and dates held);
2. Education: Colleges and universities, name, city and state, majors, type and year of any degrees received;
3. Work Experience: provide the following information for your paid and non-paid work experience related to the job for which you are applying (do not send job descriptions); job title (includes series and grade if federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), hours per week, basic salary. Indicate if we may contact your current supervisor; Applicants should note that the salary history for the purposes of the OF-612 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, vehicle use, etc.

4. Other Qualifications: Other pertinent information related to the qualifications required for the position, as noted above including job-related training courses (title & year), job-related skills; for example, other languages, computer software/hardware, job related certificates and licenses (current only), job related honors, awards, and special accomplishments, for example, publications, memberships in professional or honor societies, leadership, activities, public speaking and performance awards (give dates but do not send documents unless requested).

5. Applicants must provide a minimum of three and a maximum of five references within the last five years of the applicant's professional life from individuals who are not family members or relatives. Three references must be from direct supervisors who can provide information regarding the applicant's knowledge of contracting work. Applicants must provide e-mail addresses and/or working telephone numbers for all references.

6. Date of availability to begin assignment in Conakry, Guinea.

NOTE: This position requires the submission of complete forms and/or supplemental materials as described herein above. Failure to provide the required information and/or materials will result in your not being considered for employment. Please note **unsigned applications shall NOT be considered**. To ensure that the application is considered for the intended position, please reference the solicitation number and title of position on your application and as the subject line in any cover letter.

Interested candidates should send above via the internet, facsimile or international mail, to the attention of the addresses indicated below. E-mail must be received by the closing date and time specified in the cover letter.

7. ACQUISITION AND ASSISTANCE POLICY DIRECTIVES (AAPDs) contain information or changes pertaining to USAID policy, regulation and procedures concerning acquisition and assistance including Personal Service Contracts. Please refer to the USAID website http://www.usaid.gov/procurement_bus_opp/procurement/psc_solicit/ to locate relevant AAPDs.

8. SECURITY AND MEDICAL CLEARANCE: The final selected candidates must obtain security and medical clearances within a reasonable period of time (USAID will provide details regarding these clearances to the selected candidate). If such clearances are not obtained within a reasonable time, any offer made may be rescinded.